

R 400.8125(9) requires the following:

*If a staff person has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to Michigan department of state police internet criminal history access tool (ICHAT) and the department of human services central registry clearance shall be requested for all states of previous residence during those 10 years. The out-of-state requests and any responses shall be kept on file at the center.*

For more information on how to comply with this rule, go to the Technical Assistance and Consultation Manual at [www.michigan.gov/michidcare-ta](http://www.michigan.gov/michidcare-ta).

### **How to Obtain Clearances from Other States**

Criminal history checks and abuse and neglect registry clearances can be obtained from other states as outlined in the chart.

**Note:** Some states require that the clearances be requested by the individual and some states allow the clearances to be obtained by the individual or the child care center. The forms and instructions provided by the state will indicate who can submit the request. Also, some of the child abuse and neglect registry forms reference foster and adoption agencies or the Adam Walsh Child Protection and Safety Act; child care centers use the same form for child abuse and neglect clearances for employment purposes.

State	Criminal History Check	Child Abuse and Neglect Registry
Alabama	Go to <a href="http://background.alabama.gov/contact.htm">http://background.alabama.gov/contact.htm</a> or call (334) 353-1172.	Go to <a href="http://www.dhr.alabama.gov/services/Child_Protective_Services/CentralRegistryClearance.aspx">www.dhr.alabama.gov/services/Child_Protective_Services/CentralRegistryClearance.aspx</a> or call (334) 242-9500.
Alaska	Go to <a href="http://www.dps.state.ak.us/Statewide/background/index.asp">www.dps.state.ak.us/Statewide/background/index.asp</a> or call (907) 269-5640.	Go to <a href="http://dhss.alaska.gov/ocs/Pages/childprotection/default.aspx">http://dhss.alaska.gov/ocs/Pages/childprotection/default.aspx</a> and go to the Clearance Form link.
Arizona	Arizona law prohibits the release of criminal history information for employment purposes.	Fax a written request on the child care center's letterhead to (602) 254-1376, Attn: CRCU. The request must state the a child abuse/neglect clearance check is being requested and must include the individual's name, date of birth and social security number. A signed statement from the individual authorizing the center to obtain the clearance is required. A copy of the IDs for the individual being cleared and the requestor is required.

2 of 6 **HOW TO OBTAIN CLEARANCES FROM OTHER STATES  
REQUIRED BY R 400.8125(9)**

State	Criminal History Check	Child Abuse and Neglect Registry
<b>Arkansas</b>	Go to <a href="http://www.ark.org/criminal/index.php">www.ark.org/criminal/index.php</a> or call (501) 618-8500.	Complete the form at <a href="http://humanservices.arkansas.gov/dccece/licensing_docs/PRLU%20Child%20Maltreatment.pdf">http://humanservices.arkansas.gov/dccece/licensing_docs/PRLU%20Child%20Maltreatment.pdf</a> . For questions, call (501) 682-0405.
<b>California</b>	Go to <a href="https://oag.ca.gov/fingerprints/security">https://oag.ca.gov/fingerprints/security</a> .	Go to <a href="http://oag.ca.gov/childabuse/outofstatefosteradoption">http://oag.ca.gov/childabuse/outofstatefosteradoption</a> and complete the form listed under #2.
<b>Colorado</b>	Go to <a href="http://www.cbirecordscheck.com/Index.asp">www.cbirecordscheck.com/Index.asp</a> or call (303) 239-4300.	Go to <a href="http://www.colorado.gov/cs/Satellite/CDHS-ExecDir/CBON/1251610438070">www.colorado.gov/cs/Satellite/CDHS-ExecDir/CBON/1251610438070</a> and complete the Individual Inquiry form.
<b>Connecticut</b>	Go to <a href="http://www.ct.gov/despp/cwp/view.asp?a=4212&amp;q=494530">http://www.ct.gov/despp/cwp/view.asp?a=4212&amp;q=494530</a> or call (860) 685-8480.	Go to <a href="http://www.ct.gov/dcf/cwp/view.asp?a=2639&amp;Q=378544">www.ct.gov/dcf/cwp/view.asp?a=2639&amp;Q=378544</a> .
<b>Delaware</b>	Go to <a href="http://www.state.de.us/dsp/sbi.htm">www.state.de.us/dsp/sbi.htm</a> .	Complete the form at <a href="http://kids.delaware.gov/pdfs/CPR_Request_FormV2.pdf">http://kids.delaware.gov/pdfs/CPR_Request_FormV2.pdf</a> .
<b>Florida</b>	Go to <a href="https://web.fdle.state.fl.us/search/app/default">https://web.fdle.state.fl.us/search/app/default</a> .	Florida law prohibits the release of child abuse and neglect registry information for employment purposes. Individuals can obtain a clearances only if they believe they are on the child abuse and neglect registry. Email <a href="mailto:heather_richardson@dcf.state.fl.us">heather_richardson@dcf.state.fl.us</a> .
<b>Georgia</b>	Go to <a href="http://www.ganet.org/gbi/crimhist.html">www.ganet.org/gbi/crimhist.html</a> or call (404) 244-2639.	Georgia law prohibits the release of child abuse and neglect registry information for employment purposes.
<b>Hawaii</b>	Go to <a href="https://ecrim.hawaii.gov/ahewa/">https://ecrim.hawaii.gov/ahewa/</a> .	Go to <a href="http://humanservices.hawaii.gov/ssd/backgroundcheck/">http://humanservices.hawaii.gov/ssd/backgroundcheck/</a> and complete the DHS Experimental Form.
<b>Idaho</b>	Go to <a href="http://isp.idaho.gov/BCI/index.html">http://isp.idaho.gov/BCI/index.html</a> or call (208) 884-7130.	Go to <a href="http://www.healthandwelfare.idaho.gov/Portals/0/Children/AbuseNeglect/Requests%20for%20Child%20Protection%20Central%20Registry%20Checks.pdf">www.healthandwelfare.idaho.gov/Portals/0/Children/AbuseNeglect/Requests%20for%20Child%20Protection%20Central%20Registry%20Checks.pdf</a> .
<b>Illinois</b>	Go to <a href="http://www.isp.state.il.us/crimhistory/chri.cfm">www.isp.state.il.us/crimhistory/chri.cfm</a> or call (815) 740-5216.	Complete the form at <a href="http://www.state.il.us/dcf/docs/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_(Fillable).pdf">www.state.il.us/dcf/docs/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_(Fillable).pdf</a> .
<b>Indiana</b>	Go to <a href="http://www.in.gov/dcs/2363.htm">www.in.gov/dcs/2363.htm</a> .	Go to <a href="http://www.in.gov/dcs/2363.htm">http://www.in.gov/dcs/2363.htm</a> .
<b>Iowa</b>	Go to <a href="http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml">www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml</a> or call (515) 281-4776.	Go to <a href="http://www.dhs.state.ia.us/DHSForms.html">www.dhs.state.ia.us/DHSForms.html</a> and complete the Authorization for Release of Child Abuse Information 470-3301 form.
<b>Kansas</b>	Go to <a href="http://www.accesskansas.org/kbi/criminalhistory/">www.accesskansas.org/kbi/criminalhistory/</a> or call (785) 296-8200.	Email Colleen Nelson at <a href="mailto:nelsonc7@michigan.gov">nelsonc7@michigan.gov</a> for the form.

State	Criminal History Check	Child Abuse and Neglect Registry
<b>Kentucky</b>	Go to <a href="http://kentuckystatepolice.org/background_check_forms.htm">http://kentuckystatepolice.org/background_check_forms.htm</a> or call (502) 227-8713.	Fax a written request on the child care center's letterhead to (502) 564-9554. The request must state the a child abuse/neglect clearance check is being requested and must include the individual's name, social security number and date of birth.
<b>Louisiana</b>	Go to <a href="https://ibc.dps.louisiana.gov/">https://ibc.dps.louisiana.gov/</a> or call (225) 925-6095.	Louisiana law prohibits the release of child abuse and neglect registry information for employment purposes.
<b>Maine</b>	Go to <a href="http://www10.informe.org/PCR/">www10.informe.org/PCR/</a> or call (207) 624-7240.	Email Amber Casey at <a href="mailto:amber.casey@maine.gov">amber.casey@maine.gov</a> or call (207) 626-8626.
<b>Maryland</b>	Go to <a href="http://www.dpscs.state.md.us/publicservs/bgchecks.shtml">www.dpscs.state.md.us/publicservs/bgchecks.shtml</a> or call (888) 795-0011.	Go to the form at <a href="http://www.dhr.state.md.us/blog/wp-content/uploads/2012/10/bgclear.pdf">http://www.dhr.state.md.us/blog/wp-content/uploads/2012/10/bgclear.pdf</a> .
<b>Massachusetts</b>	Go to <a href="http://www.mass.gov/chsb/">www.mass.gov/chsb/</a> or call (617) 660-4600.	Send: 1. A signed and notarized release from the individual to be checked. 2. Include the individual's first and last name, any maiden names or aliases, date of birth, social security number, Massachusetts address if known. 3. Indicate to whom the results are to be sent and the address. 4. The release, along with a pre-posted, pre-addressed return envelope, needs to be sent to: Department of Children and Families 600 Washington Street, 6th Floor Boston, MA 02111 ATTN: CORI Unit
<b>Minnesota</b>	Go to <a href="https://dps.mn.gov/divisions/bca/Pages/criminal-history-search.aspx">https://dps.mn.gov/divisions/bca/Pages/criminal-history-search.aspx</a> .	Email Colleen Nelson at <a href="mailto:nelsonc7@michigan.gov">nelsonc7@michigan.gov</a> for the form.
<b>Mississippi</b>	Go to <a href="http://www.dps.state.ms.us/resources/support-services/criminal-information-center/">www.dps.state.ms.us/resources/support-services/criminal-information-center/</a> or call (601) 933-2600.	Call (601) 359-4120 for the required form.
<b>Missouri</b>	Go to <a href="http://www.mshp.dps.missouri.gov">www.mshp.dps.missouri.gov</a> or call (573) 751-3313.	Email Colleen Nelson at <a href="mailto:nelsonc7@michigan.gov">nelsonc7@michigan.gov</a> for the form.
<b>Montana</b>	Go to <a href="https://doj.mt.gov/enforcement/background-checks/">https://doj.mt.gov/enforcement/background-checks/</a> or call (406) 444-3625.	Go to: <a href="http://www.dphhs.mt.gov/cfsd">www.dphhs.mt.gov/cfsd</a> > Child Protective Service Background Checks (on left).
<b>Nebraska</b>	Go to <a href="http://www.nebraska.gov/apps-nsp-limited-criminal/">www.nebraska.gov/apps-nsp-limited-criminal/</a> or call (402) 471-4545.	Email Sherri Haber at <a href="mailto:Sherri.Haber@nebraska.gov">Sherri.Haber@nebraska.gov</a> .
<b>Nevada</b>	Nevada law prohibits the release of criminal history information.	Email Colleen Nelson at <a href="mailto:nelsonc7@michigan.gov">nelsonc7@michigan.gov</a> for the form.

State	Criminal History Check	Child Abuse and Neglect Registry
<b>New Hampshire</b>	Go to <a href="http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/index.html">www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/index.html</a> or call (603) 271-2538.	Complete the form at <a href="http://www.nrcpfc.org/downloads/NH_CR_3rd_person_T2202A.pdf">www.nrcpfc.org/downloads/NH_CR_3rd_person_T2202A.pdf</a> .
<b>New Jersey</b>	Go to <a href="http://www.njsp.org/">http://www.njsp.org/</a> .	Complete the form at <a href="http://www.nrcpfc.org/downloads/NJ_Form.pdf">www.nrcpfc.org/downloads/NJ_Form.pdf</a> . A copy of the Child Care Center Licensing Rule 400.8125(9) must be included.
<b>New Mexico</b>	Go to <a href="http://www.dps.nm.org/faq/record_request.htm">www.dps.nm.org/faq/record_request.htm</a> or call (505) 827-9181.	New Mexico law prohibits the release of child abuse and neglect registry information for employment purposes.
<b>New York</b>	Go to <a href="http://criminaljustice.ny.gov/ojis/recordreview.htm">http://criminaljustice.ny.gov/ojis/recordreview.htm</a> or call (518) 485-7675.	Submit a written request on the child care center's letterhead to New York State Registrar, PO BOX 4480, Albany, NY 12204-0480. The request must state the a New York child abuse/neglect clearance check is being requested and must include the individual's name and date of birth. The names and dates of birth of any of their household members, if known, is helpful. A signed statement from the individual authorizing the center to obtain the clearance is required.
<b>North Carolina</b>	Go to <a href="http://www.123nc.com">www.123nc.com</a> .	The required form can be found at <a href="http://info.dhhs.state.nc.us/olm/forms/dss/dss-5268-ia.pdf">http://info.dhhs.state.nc.us/olm/forms/dss/dss-5268-ia.pdf</a> .
<b>North Dakota</b>	Go to <a href="http://www.ag.state.nd.us/bci/chr/index.html">www.ag.state.nd.us/bci/chr/index.html</a> or call (701) 328-5500.	The required form can be found at <a href="http://www.nd.gov/eforms/Doc/sfn00433.pdf">www.nd.gov/eforms/Doc/sfn00433.pdf</a> .
<b>Ohio</b>	Go to <a href="http://www.ohioattorneygeneral.gov/Law-Enforcement/Bureau-of-Criminal-Investigation/Identification-Division">www.ohioattorneygeneral.gov/Law-Enforcement/Bureau-of-Criminal-Investigation/Identification-Division</a> or call (740) 845-2000.	Email Colleen Nelson at <a href="mailto:nelsonc7@michigan.gov">nelsonc7@michigan.gov</a> for the form.
<b>Oklahoma</b>	Go to <a href="http://www.ok.gov/osbi/Criminal_History/Frequently_Asked_Questions/">www.ok.gov/osbi/Criminal_History/Frequently_Asked_Questions/</a> or call (405) 848-6724.	Oklahoma law prohibits the release of child abuse and neglect registry information for employment purposes.
<b>Oregon</b>	Go to <a href="http://www.oregon.gov/OSP/ID/docs/copy_own_or_record.pdf">www.oregon.gov/OSP/ID/docs/copy_own_or_record.pdf</a> or (503) 378-3070 ext. 230.	Oregon law prohibits the release of child abuse and neglect registry information for employment purposes.
<b>Pennsylvania</b>	Go to <a href="http://www.portal.state.pa.us/portal/server.pt?open=512&amp;objID=4451&amp;PageID=458521&amp;mode=2">www.portal.state.pa.us/portal/server.pt?open=512&amp;objID=4451&amp;PageID=458521&amp;mode=2</a> or call (717) 783-5593.	Download the Pennsylvania Child Abuse History Clearance Form (CY-113 UF) at <a href="http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm">www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm</a> and follow the instructions.

5 of 6 **HOW TO OBTAIN CLEARANCES FROM OTHER STATES  
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State	Criminal History Check	Child Abuse and Neglect Registry
<b>Rhode Island</b>	Go to <a href="http://www.riag.ri.gov/bci/records.php">www.riag.ri.gov/bci/records.php</a> or call (401) 274-4400.	Submit a written request on the child care center's letterhead to DCYF, 101 Friendship Street, Providence, RI 02903. The request must state that a child abuse/neglect clearance check is being requested and must include the reason for the request, the individual's name and date of birth. A signed statement from the individual authorizing the center to obtain the clearance is required. There is a \$10 fee for each clearance. Checks must be made out to "General Treasurer, State of Rhode Island." No personal checks.
<b>South Carolina</b>	Go to <a href="http://www.sled.state.sc.us/default.htm">www.sled.state.sc.us/default.htm</a> or call (803) 737-9000.	Complete the form at <a href="https://dss.sc.gov/content/library/forms/files/3072.pdf">https://dss.sc.gov/content/library/forms/files/3072.pdf</a> .
<b>South Dakota</b>	Go to <a href="http://dci.sd.gov/operations/identification.aspx">http://dci.sd.gov/operations/identification.aspx</a> or call (605) 773-3331.	Clearances are only done on an individual who believes he/she is on the child abuse and neglect registry. Requests can be submitted to Division of Child Protection Services, 700 Governors Drive, Pierre, SD 57501 and must include the individual's name and date of birth.
<b>Tennessee</b>	Go to <a href="http://www.tbi.state.tn.us/">www.tbi.state.tn.us/</a> or call (615) 744-4000.	Tennessee law prohibits the release of child abuse and neglect registry information for employment purposes.
<b>Texas</b>	Go to <a href="http://www.txdps.state.tx.us/administration/crime_records/pages/index.htm">www.txdps.state.tx.us/administration/crime_records/pages/index.htm</a> or call (512) 424-2000.	The required form can be found at <a href="http://www.dfps.state.tx.us/Application/Forms/showFile.aspx?NAME=2970.doc">www.dfps.state.tx.us/Application/Forms/showFile.aspx?NAME=2970.doc</a> . For more information, call the Centralized Background Check Unit at 1-800-645-7549.
<b>Utah</b>	Go to <a href="http://publicsafety.utah.gov/bci/">http://publicsafety.utah.gov/bci/</a> or call (801) 965-4445.	The required form can be found at <a href="http://dcfs.utah.gov/forms/">http://dcfs.utah.gov/forms/</a> in the Request a Background Screening section.
<b>Vermont</b>	Go to <a href="http://vcic.vermont.gov/record_checks">http://vcic.vermont.gov/record_checks</a> and then click on Vermont Record Check, then My Own Records.	Go to <a href="http://dcf.vermont.gov/child_protection_registry">http://dcf.vermont.gov/child_protection_registry</a> .
<b>Virginia</b>	Go to <a href="http://www.vsp.state.va.us/Forms/Publications.shtm#CriminalHistory">www.vsp.state.va.us/Forms/Publications.shtm#CriminalHistory</a> > Criminal History/Background section > Criminal History/Sex Offender Name Search Forms (SP-167, SP-230, SP-266).	The required form can be found at <a href="http://www.dss.virginia.gov/files/division/dfs/cps/intro_page/forms/032-02-0151-09-eng.pdf">www.dss.virginia.gov/files/division/dfs/cps/intro_page/forms/032-02-0151-09-eng.pdf</a> .

6 of 6 **HOW TO OBTAIN CLEARANCES FROM OTHER STATES  
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State	Criminal History Check	Child Abuse and Neglect Registry
<b>Washington</b>	Go to <a href="https://fortress.wa.gov/wsp/watch/">https://fortress.wa.gov/wsp/watch/</a> or call (360) 705-5100.	Fax a written request on the child care center's letterhead to (206) 341-7930, Attn: CAN History Check Unit. The request must state the a child abuse/neglect clearance check is being requested and must include the individual's name and date of birth. A signed statement from the individual authorizing the center to obtain the clearance is required.
<b>Washington DC</b>	Go to <a href="http://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section">http://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section</a> or call (202) 727-1000.	Complete the form at <a href="http://cfssa.dc.gov/sites/default/files/dc/sites/cfssa/publication/attachments/CPR%2520Request%2520General%2520Application.pdf">http://cfssa.dc.gov/sites/default/files/dc/sites/cfssa/publication/attachments/CPR%2520Request%2520General%2520Application.pdf</a> .
<b>West Virginia</b>	Go to <a href="http://www.wvsp.gov/Criminal%20Records/Pages/default.aspx">www.wvsp.gov/Criminal%20Records/Pages/default.aspx</a> or call (304) 746-2170.	Complete the Form - BCF-PSRC 6/2005 at <a href="http://www.wvdhhr.org/bcf/provider_resources/">www.wvdhhr.org/bcf/provider_resources/</a> .
<b>Wisconsin</b>	Go to <a href="http://www.doj.state.wi.us/dles/cib/crimback.asp">www.doj.state.wi.us/dles/cib/crimback.asp</a> or call (608) 266-5764.	Fax a written request on the child care center's letterhead to (608) 266-0260, Attn: Janet Poff. The request must state that a child abuse/neglect clearance check is being requested and must include the individual's name (including middle initial), date of birth and social security number. A signed statement from the individual authorizing the center to obtain the clearance is required. The request must include the fax number or email address where results should be sent. For questions, call (608) 267-0273.
<b>Wyoming</b>	Go to <a href="http://attorneygeneral.state.wy.us/dci/chc.html">http://attorneygeneral.state.wy.us/dci/chc.html</a> or call (307) 777-7181.	Go to <a href="https://sites.google.com/a/wyo.gov/dfsweb/central-registry">https://sites.google.com/a/wyo.gov/dfsweb/central-registry</a> .
* If you find inaccurate or outdated information in this table, contact Colleen Nelson at <a href="mailto:nelsonc7@michigan.gov">nelsonc7@michigan.gov</a> .		